



REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT
SECTION 53.9

Date: March 16, 2021
PR No: GF-20-09-01578

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **PROCUREMENT OF DIGITAL COPIER**
Approved Budget for the Contract : **Php 175,500.00**
End-User / Implementing Office : **Environmental Protection and Waste Management Department**

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative not later than **March 22, 2021, 10:00 a.m.** Philippine Standard Time, together with the following documents of your company:

- 1 PhilGEPS certificate (not expired on the time of opening of quotations);
- 2 Business Registration (DTI / SEC);
- 3 Mayor's/Business Permit (2021);
- 4 Tax Clearance;
- 5 Income/Business Tax Return (for FY 2019) (For ABC P500,000.00 above);
- 6 Omnibus Sworn Statement prescribed by the Government Procurement Policy Board (GPPB).
- 7 If applicable, the JVA in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

in a **SEALED LONG BROWN ENVELOPE** shall:

- 1 Contain the Project Name and PR Number of the contract to be bid in capital letters;
- 2 Bear the name and address of the Bidder in capital letters;
- 3 Be addressed to the Procuring Entity's BAC.

Project Title: **PROCUREMENT OF DIGITAL COPIER**
Quezon City Local Government
BIDS AND AWARDS COMMITTEE
2/F Procurement Department, Finance Building
Quezon City Hall Compound

For any clarification you may contact us at 89884242 loc. 8505/8709.


LATTY. DOMINIC B. GARCIA
Officer-In-Charge/Head, BAC Secretariat

TERMS AND CONDITIONS

- 1. Bidders shall provide correct and accurate information required in this form.
- 2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
- 3. Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
- 4. Quotation exceeding the Approved Budget for the Contract (ABC) shall be rejected.
- 5. Award of contract shall be made to the lowest quotation (for goods) or the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
- 6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
- 7. The City General Services Department (CGSD) shall have the right to inspect the goods.
- 8. Non-submission of eligibility documents shall mean disqualification of Quotation.
- 9. Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. CGSD shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
- 10. Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s as follows:

ITEM NO.	ITEM & DESCRIPTION	UNIT OF ISSUE	QTY.	UNIT PRICE	ITEM TOTAL
1	DIGITAL COPYING MACHINE - Digital Copier with Network Printing. Color Scanning & Optional Network Fax - Copy and Print speed of 32 copies per minute, A4 - Scan speed of 80 images per minute on monochrome and color of 300 dpi, A4 with optional single pass dual scan document processor - Zoom range of 25 to 400% - Copy and Scan - Print Resolution of 1,200 x 1,200 dpi - Warm-up time 18 seconds or less - Original size and Copy size is from A6R to A3 - Standard Memory Capacity is 2GB RAM plus 32GB SSD upgradeable with optional 320 GB Hard disk drive - Maximum Duty Cycle of 150,000 pages per month - Input paper capacity of two 500 sheets universal paper cassette and 100 sheets multi-purpose tray - Upgradeable input capacity with a maximum of 4,100 sheets by adding optional 3,000 large capacity Paper Feeder - Maximum Output capacity of 3,200 sheets by adding optional Document Finisher - Maintenance Kit is up to 600,000 copies - Toner capacity is up to 20,000 copies at 6% density, A4 size - Built-in Duplex Unit and Job Separator - Optional Document Processor (140sheets) - Standard Scan Once Print Many and Electronic Sort Function - Management Codes up to a maximum of 1,000 codes - Printer Processor Freescale (dual core)/1.0GHz - Compatible with Windows, Macintosh, Linux, Unix - Built-in Gigabit-Network, USB 2.0 and USB Host Connection - PCL6, KPD6 (Post Script 3 compatible), PDF Direct Print, XPS Direct Print emulations - USB Memory Printing and Scanning - Scan to SMB/E - mail/FTP/USB Host/Box, Network Twain Scan and WSD Scan - Scanning - File Format of High Compression PDF, TIFF, JPG, XPS, Open XPS and optional searchable PDF - FaxModem speed of 33.6 kbps - Duplex Transmission and reception - Optional Internet Fax - Power Consumption Copying/Printing. 510W - Ready Mode 100W - Energy saving priority 1W or less - Dimensions (W x D x H) 594 x 696 x 683 mm. - Weight is approx. 59 kg	UNIT	1		
Total Quoted Amount					

Amount in Words:_____

OTHER INSTRUCTIONS/SPECIFICATIONS:	
1. <i>Statement of Warranty – Minimum of One (1) year</i>	
2. Authority to sell from manufacturer / exclusive distributor of the copier machine being offered which includes full guarantee on the availability of parts after sales warranty	

Delivery Period : Ninety (90) Calendar Days
Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address